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ABSTRACT

The State of Kentucky requires local school districts to describe both their school facilities and their district construction needs. This manual guides Local Planning Committees in the evaluation of information and the development of the Master Educational Facility Plan and District Facility Plan. Each part of the Master Educational Facility Plan and District Facility Plan is described, including the various forms to use in preparing the statistics. To provide costing consistency statewide, the document contains the 1991 cost information utilized by the Kentucky Department of Education for calculating renovation costs. (GR)

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The Kentucky Department of Education
Division of Facilities Management

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MASTER EDUCATIONAL FACILITY PLAN GUIDELINES

KENTUCKY DEPARTMENT OF EDUCATION
To ensure for each child an internationally superior education and a love of learning

Thomas C. Boysen, Commissioner of Education
Randy L. Kimbrough, Deputy Commissioner of Management Support Services
Gary C. Griesser, Associate Commissioner of District Support Services
Michael L. Luscher, Director for the Division of Facilities Management

November 1992

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INTRODUCTION

Administrative regulation 702 KAR 1:001 provides for the development and adoption of a written plan by the local school district describing both the school facilities and construction needs of the district. The Kentucky Education Reform Act of 1990 (KERA) has transferred control of schools to the local level resulting in the local school district assuming responsibility for development of a District Facility Plan. This process requires the selection of a Local Planning Committee to develop a Master Educational Facility Plan and District Facility Plan for capital construction.

The Master Educational Facility Plan contains an assessment of various facets of the school district's attributes and operations including the district profile, educational program, demographic information, facility conditions, transportation information, and finances. This plan provides a comprehensive view of the overall program needs of the district and facility improvements needed to provide an equitable educational opportunity to all students in the district. The District Facility Plan for capital construction is developed subsequent to the Master Educational Facility Plan.

This manual is designed to guide the Local Planning Committee in the evaluation of information and the development of the Master Educational Facility Plan and District Facility Plan. The Local Planning Committee is to utilize this manual in conjunction with the Kentucky School Facilities Planning Manual (702 KAR 1:001).

The Kentucky School Facilities Planning Manual may be obtained from the Kentucky Department of Education, Division of Facilities Management, Capital Plaza Tower, 15th Floor, 500 Mero Street, Frankfort, Kentucky, 40601. The Master Educational Facility Plan Guidelines and the Kentucky School Facility Planning Manual are authorized for reproduction.

MASTER EDUCATIONAL FACILITY PLAN FORMAT
XYZ SCHOOL DISTRICT

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THE TABLE OF CONTENTS

The table of contents includes an itemized breakdown of the information contained in the Master Educational Facility Plan and the beginning page number of each respective section.

THE INTRODUCTION

The introduction is an opening statement by the local planning committee explaining the background, scope, and intention of the Master Educational Facility Plan.

THE MISSION STATEMENT

The mission statement is a clear and concise expression of the local school district's purpose and function.

THE EXECUTIVE SUMMARY

The executive summary includes the mission statement, a brief description of the district's school building deficiencies, the desired outcomes, and the strategies used to realize the district's mission.

MASTER EDUCATIONAL FACILITY PLAN

The body of the Master Educational Facility Plan includes:

- ☞ The School District and School Center Profiles
- ☞ The Educational Program
- ☞ The District Demographics
- ☞ The Physical Evaluation of School Buildings and Assessment of Transportation Information
- ☞ The Financial Evaluation
- ☞ The Summary of Needs and Resolutions

I THE SCHOOL DISTRICT AND SCHOOL CENTER PROFILES

Supply information using the *School District Profile* and *School Center Profile* forms provided by the Kentucky Department of Education, Division of Facilities Management, and a closing summary. The *School District Profile* and *School Center Profile* forms are to be included in the body of the Master Educational Facility Plan.

Information requested on these forms includes:

District information:

- □ District code
- □ District organization plan
- □ Total central office administrators
- □ Total building maintenance staff

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- ☐ Total school centers
- ☐ Total students
- ☐ Total building administrators
- ☐ Total bus maintenance staff
- ☐ Total number buses served

Student information for each school center:

- ☐ School center code
- ☐ School center name
- ☐ School center location
- ☐ Grade levels served
- ☐ Total student enrollment
- ☐ Student enrollment by grade
- ☐ Number of at-risk students
- ☐ Percentage of at-risk students
- ☐ Number of gifted students
- ☐ Number of students with learning needs
- ☐ Number of preschool students
- ☐ Number of at-risk preschool students

Staff and parent information for each school center:

- ☐ Number of teachers
- ☐ Number of counselors
- ☐ Number of building administrators
- ☐ Number of other office support staff
- ☐ PTA/PTO membership
- ☐ Number of volunteer hours per year

Summary

Provide a summary of the information reviewed and evaluated on the district and school center profiles. Note schools that demonstrate a significant variation in any area compared with schools of similar grade organization. For example, a large at-risk enrollment, low PTO/PTA membership, etc.

II THE EDUCATIONAL PROGRAM

Provide information on the current educational program, goals and objectives

to improve the educational program, and a closing summary.

The following is provided as a guide. Any additional information you feel is relevant and necessary to correctly describe the educational program of your district is appropriate to include in this section. Programs unique to your district may be included.

Unique programs include cooperative partnerships with business, industry, or government agencies, or programs that utilize innovative teaching and learning techniques that may precipitate special facility needs. Examples of these programs include studios to teach television production, and mock coal mines designed for teaching coal mining techniques.

Please provide the following information:

Current Educational Program:

- ☐ Describe course offerings and teaching methods by grade
  - – For elementary schools describe basic programs
  - – For middle/high schools describe basic programs, enrichment programs and extracurricular programs
- ☐ Indicate KIRIS results
- ☐ Provide the percentage of graduating seniors for the past three years
- ☐ Provide the student success rate of transition to work/college
- ☐ Describe the effect of local board policies on instructional programs
- ☐ Describe the effect of current facilities on instructional program

Goals and Objectives for Improving the Educational Program:

- ☐ KERA initiatives that need to be implemented
- ☐ Course additions, deletions and modifications needed
- ☐ Alterations of teaching methods needed
- ☐ KIRIS targets to be addressed

- ☐ Local board policy changes recommended
- ☐ Facility improvements needed

Summary

List by school those additions, renovations or new facilities needed to provide an equitable educational opportunity. Provide a summary of how the goals and objectives established will meet the instructional needs described.

III . THE DISTRICT DEMOGRAPHICS

Supply information using the *District Demographic and Economic Profile* and *School Enrollment Projections* forms provided by the Kentucky Department of Education, Division of Facilities Management, and a closing summary. The *District Demographic and Economic Profile* and *School Enrollment Projections* forms are to be included in the body of the Master Educational Facility Plan.

The information requested on these forms includes:

Current evaluation:

- ☐ District employment data
- ☐ Socio-economic make-up
- ☐ Multi-cultural mix
- ☐ Local colleges and universities

Future demographic forecast:

- ☐ School and district five and ten year enrollment projections
- ☐ Demographic trends to include social, economic and cultural considerations

Summary:

List by school those additions, renovations or new facilities needed to meet demographic changes affecting the school district. Provide a summary of the district's current status and projected changes; include an explanation of any significant changes.

IV THE PHYSICAL EVALUATION OF SCHOOL BUILDINGS AND ASSESSMENT OF TRANSPORTATION INFORMATION

Provide information on the physical condition of each building in the district, building deficiencies, transportation information and a closing summary. School building evaluations by Kentucky registered architects and engineers are to be completed using the *Architect and Engineer Building Evaluation* forms. Transportation information is to be completed using the *School Bus Schedule* and *Student Travel Times* forms. The *Architect and Engineer Building Evaluation, School Bus Schedule* and *Student Travel Times* forms are provided by the Kentucky Department of Education, Division of Facilities Management. The *Student Travel Times* form is to be included in the body of the Master Educational Facility Plan.

Current building evaluation by school:

Provide a summary of each building evaluation to include:

- ☐ Building name, construction/renovation date(s), gross square footage
- ☐ Building location in relation to flood plain
- ☐ Building locations in relation to population centers
- ☐ Building capacities including explanations of over and under-capacities
- ☐ Evaluation of site and facility and the potential for renovation and additions to meet any deficiencies
- ☐ Summary of building systems and conditions
- ☐ Improvements needed to implement KERA strands
- ☐ Building deficiencies and building improvements needed
- ☐ Cost estimate of building/center and possible capital improvements

Current transportation information:

- ☐ Transportation times including minimum, maximum and average travel times in a one-way transportation system and a total student mileage for

each school. This information is to be provided on the *Student Travel Times* form and included in the body of the Master Educational Facility Plan.

- ☐ Provide information on the distances students travel in a one-way transportation system. Specify the number of students for each of the following categories: 1 - .5 mile, .6 -1 mile, 1.1 - 2 miles, 2.1 - 3 miles, 3.1 -4 miles, 4.1 - 5 miles, 5.1 - 10 miles, and greater than 10 miles.

- ☐ Provide an explanation of any extreme travel times in excess of 45 minutes for elementary students and 60 minutes for middle and high school students.

- ☐ Provide a map of the district identifying the location of each school center and the mileage between school centers using normally traveled routes. This is to be included in the appendix to the Master Educational Facility Plan.

Summary:

List by school those additions, major renovations or new facilities needed to correct building deficiencies. Provide a summary of how the building needs described will resolve the current building deficiencies.

V THE FINANCIAL EVALUATION

Provide information on the current financial condition of the district, a financial plan for the next five to ten years and a closing summary. The *Cost of Delivery of Services to Students* form is provided by the Kentucky Department of Education, Division of Facilities Management.

The following is provided as a guide. Any additional information you feel is relevant and necessary to correctly describe the financial condition of your district is appropriate to include in this section.

Please provide the following information:

Current Financial Position:

- ☐ List the cost of delivery of services to each school

- ☐ Provide the total district assessment

- ☐ Provide the percentage of general fund surplus carried forward for the past three years

- ☐ Provide information developed by the district's fiscal agent

  - Current bonding potential utilizing all capital construction monies including:

    KSFCC offers of assistance for past 2 years
    Capital outlay (80%-100%)
    Special voted building funds
    Facilities support program (5¢ + 100% equalization)
    Accumulated debt service available from payouts

    This schedule shall be for 20 years and may utilize projected growth in ADA and assessment. An optional 25 year schedule may be provided for discussion.

  - A narrative of the district's ability to meet debt

  - A summary of the most current annual financial report

Financial Plan:

Provide a financial plan of monies available for facility improvements over the next five to ten years, including cash and bonds. This plan is to be developed in consultation with the district's fiscal agent.

Summary:

Provide a summary of the current financial condition of the district and the goals and objectives for the future.

VI THE SUMMARY OF NEEDS AND RESOLUTIONS

Provide information on school center designations and criteria met, and a summary of the building needs listed in sections II, III, and IV.

School Center Designation:

List each school center, center designation and permanent center criteria met

School Center Designations

Functional Center - A center which does not meet the criteria of a permanent center, but one which the local board of education desires to continue in operation. The center generates no SFCC funds. To be considered a functional center the following must be provided:

1. Evidence that the current enrollment can be maintained without redistricting; and

2. Evidence indicating that no substantial academic or building deficiencies exist for either instructional or non-instructional programs.

Permanent Center - A facility meeting the permanent center criteria established for an existing school. The center qualifies for additions and renovations when such needs are a part of the district facility plan approved by the State Board for Elementary and Secondary Education.

See the Kentucky School Facilities Planning Manual(702 KAR 1:001) for Permanent Isolated Center and Permanent Special Center Designations.

Transitional Center - A center which the local board of education has determined will be phased out as an educational center, or for which a project to house its students is listed in the district facility plan. The center is not eligible for new construction or major renovation. Portable buildings shall not be acquired to perpetuate the center without the Department's approval. Only minor renovation projects required to maintain the building in a safe condition, offer a healthy environment or meet new program requirements are permissible. The center generates no SFCC funds and may not be replaced if destroyed.

Permanent Center Criteria

Through the 1994-95 school year, a permanent center designation requires meeting three of the five following criteria. After the 1994-95 school year, it will require meeting four of the six following criteria. Centers meeting less than the required criteria shall be designated functional should the local board of education desire to continue their operation. A transitional designation shall be given to any center determined to be phased out as an educational center, or for which a project to house its students is listed on the district facility plan.

Permanent center criteria are as follows:

1. *Student Assessment* - The school meets the curriculum threshold for one of the two most recent testing cycles. This criteria becomes effective after the 1994-95 school year.

2. *Transportation* - A one-way transportation system for a school allowing the maximum of a 45 minute bus ride for 75% of students in grades E-5/6, and the maximum of a 60 minute bus ride for 75% of the students in grades 6-12. Transportation time includes riding time, stops and transfers. When only one school of that grade organization exists, this criteria will be considered met.

   Required Documents: *School Bus Schedule* form and *Student Travel Times* form provided by the Kentucky Department of Education, Division of Facilities Management.

3. *Fiscal Equity* - The school meets within 150% of the average for all schools of similar grade organization based on cost per student. The Department shall establish a benchmark state guideline for use after the 1994-95 school year.

   Required Document: *Cost of Delivery of Services to Students* form provided by the Kentucky Department of Education, Division of Facilities Management.

4. *Equitable Educational Opportunity* - The school provides 90% equivalent educational offerings. An evaluation of curriculum offered by schools accommodating like grades shall be provided by the local district.

5. *Building/Site Evaluation* - The school complies with an inspection by a Kentucky registered architect and engineer evaluating the site, location, size and life expectancy of the building. It must be determined that the facility can accommodate the projected student population and has a remaining minimum life expectancy of 20 years.

6. *Parent/Community Support* - The school has exceptional parent and community support exhibited by meeting three of the four following criteria:

a) Documented annual volunteer hours equal to the number of pupils enrolled that year.

b) PTO membership equal to 75% of the enrollment that year.

c) One program annually, supported by an outside business or professional organization.

d) The school shall be available for, or have sponsored, one community service program annually.

Needs and Resolutions:

List construction projects addressing all needs. The district's current financial ability for construction and operation should be taken into consideration.

Consider the following:

- ☐ Consolidation of existing facilities
- ☐ Redistricting of students
- ☐ Building relocation from flood plain
- ☐ Reconsideration of district organization plan
- ☐ Equitable Educational Opportunity
- ☐ New facilities
- ☐ Additions
- ☐ Renovations
- ☐ Fiscal Equity

The Summary of Needs and Resolutions is the basis of the District Facility Plan for capital construction. Selected projects in the Summary of Needs and Resolutions will be prioritized in the Capital Construction Priorities and Discretionary Construction Projects portion(Section D) of the District Facility Plan.

APPENDIX

The appendix to the Master Educational Facility Plan is to include:

- ✓ A complete list of the Local Planning Committee membership including name, address, telephone number, position, group represented, and site based council representation(if applicable) of each member.
- ✓ A narrative explaining the selection process used in establishing the Local Planning Committee and how all criteria established in 702 KAR 1:001 have been met.
- ✓ The *School Center and Building Information, Summary Cost Analysis of the Building/Center* and *Cost Analysis for Possible Capital Improvements* for each school center from the *Architect and Engineer Building Evaluation* forms
- ✓ A map of the district as described in Section IV
- ✓ The *Cost of Delivery of Services to Students* form(s)
- ✓ Supporting documentation provided by the fiscal agent
- ✓ School center designation criteria documentation
- ✓ Any other documentation to support recommendations made in the Master Educational Facility Plan

EVALUATION

The local board of education will perform annual reviews of the Master Educational Facility Plan. The findings of these reviews are to be recorded in the board meeting minutes. A copy of the board minutes and a letter of explanation from the district superintendent are to be forwarded to the Kentucky Department of Education, Division of Facilities Management.

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702 KAR 1:001

EDUCATION AND HUMANITIES CABINET
Department of Education
Office of District Support Services

702 KAR 1:001 Implementation Guidelines
Kentucky School Facilities Planning Manual

RELATES TO: KRS 157.420, 157.620, 157.622

STATUTORY AUTHORITY: KRS 156.070, 157.420

NECESSITY AND FUNCTION: KRS 157.420(3) requires that the capital outlay allotment from the public school fund be used by the school districts for capital outlay projects approved by the chief state school officer in accordance with requirements of law and based on a survey made in accordance with administrative regulations of the State Board for Elementary and Secondary Education; and KRS 157.622 sets forth certain requirements for school facility plans relative to participation in funding by the School Facilities Construction Commission. KRS 157.620 states construction needs shall be approved by the State Board for Elementary and Secondary Education. This administrative regulation provides for the development and adoption of a written plan by the school district describing construction needs and use of school facilities.

Section 1. School districts shall develop a local facility plan once every four years in accordance with the schedule set by the chief state school officer. The State Board for Elementary and Secondary Education shall approve the facility plan submitted by the district upon the recommendation of the chief state school officer. Nothing in this regulation shall prohibit a school district from requesting an amendment to its facility plan at other times during the four year cycle.

Section 2. Each school district's facility plan, and requested amendments thereto, shall be developed in accordance with the standards and hearings procedures contained in the "Kentucky School Facilities Planning Manual", November 1992, which is hereby adopted and incorporated by reference. Copies of this document may be inspected, copied and obtained from the Division of Facilities Management, Department of Education, 15th Floor, Capital Plaza Tower, Frankfort, Kentucky, 40601, Monday - Friday, 8:00 a.m. - 4:30 p.m.

Section 3. The facility plan shall remain in effect until any changes have been approved by the State Board for Elementary and Secondary Education.

Section 4. The adopted facility plan shall become the facility plan of the local school district and shall be implemented to the extent the financial ability of the district shall permit as determined by the chief state school officer and the School Facilities Construction Commission. The scope of any construction project recommended in the facility plan shall remain in effect until any changes have been approved by the State Board for Elementary and Secondary Education.

DISTRICT FACILITY PLAN

The District Facility Plan apart from the Master Educational Facility Plan is submitted to the State Board for Elementary and Secondary Education for review and approval. Information included in the District Facility Plan should be clear, concise, and in agreement with the facility needs indicated in the Master Educational Facility Plan. Format for the District Facility Plan is provided below.

The approved District Facility Plan format includes:

- ☞ District Organization Plan - Educational Program
- ☞ School Center Designation - Building Evaluation
- ☞ Student Enrollment Projections
- ☞ Capital Construction Priorities and Discretionary Capital Construction Projects
- ☞ Financial Plan

A. Educational Program and District Organization Plan

This section shall include:

- □ The district organization plan of student grades which is to continue or the proposed district organization plan. It is suggested the district utilize a single organization plan for all students in effort to provide an equitable educational opportunity to all students in the district. A variance in the district organization plan may be allowed where evidence can be provided that the students ability to achieve is not compromised.

  For Example: XYZ School District will continue a P5-3-4 plan of organization.

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- A concise statement describing the educational program and any significant modifications being made to the educational program which determine facility needs.

B. Building Evaluation and School Center Designation

This section shall include:

- A listing of all existing schools, owned or leased, which house a public elementary or secondary educational program supported by the local school district. This listing shall include the school center name, grades presently housed, and the appropriate permanent, functional or transitional center designation.

  For example: Walker Elementary (P-5) Permanent

- A concise statement summarizing the results of the building evaluations and transportation information and any significant conditions which determine facility needs.

C. Student Enrollment Projections

This section shall include:

- A concise statement summarizing the student enrollment projections and any significant changes which determine facility needs.

D. Capital Construction Priorities and Discretionary Construction Projects

District Facility Plan priorities shall be selected from The Summary of Needs and Resolutions in the Master Educational Facility Plan.

This section shall include:

- **Capital Construction Priority Categories**

  Capital construction projects for new buildings, additions, and major renovations for existing permanent centers and operational management support facilities shall be listed in the following priority order:

1a. KERA strands - new additions: preschool, site based decision making office and conference, and family resource areas. Renovation: power wiring for technology.

1b. Classrooms - classrooms necessary to meet student capacity, further implementation of established programs being provided district-wide, or completion of approved projects constructed in phases.

2. Classrooms - classrooms to replace inadequate spaces, expand existing buildings for educational purposes, consolidate schools, or replace deteriorated facilities.

3. Major renovation of educational facilities, construction of non-educational additions or expansions, libraries, auditoriums, or gyms.

4. Management/Support Facilities - construction, acquisition or renovation of central offices, bus garages, or central stores.

When the Local Planning Committee recommends a new facility on a new campus, consideration shall be given to the availability of adequately sized sites, site development costs, and acquisition costs prior to designation of the vicinity location in the priority. It is desired that a vicinity location be indicated when a priority for construction of a new facility is listed.

When a new building or building expansion is proposed in the District Facility Plan, the Local Planning Committee shall prepare a narrative citing the need for additional space. The Local Planning Committee shall explore the availability of space in adjoining districts, as well as other options that may be available. The results of the study, including the advantages and disadvantages of contracting students to the adjoining district(s), shall be enumerated in the narrative. This narrative shall be included as an appendix to the District Facility Plan.

- **Discretionary Construction Projects**

  Projects requested by the local board of education which do not qualify as priority projects may be listed by school center or building as discretionary projects as follows:

1. Functional Centers - improvements by new construction or renovation.

   Permanent Centers - minor renovation or expansion of less than 650 square feet.

2. Extracurricular Facilities - construction of field houses, stadiums, athletic field facilities, or any facility with an estimated cost of $25,000 or more.

A local district opting not to participate in SFCC funding may request that all priority projects be listed in this section.

Priorities are to be written in the following format:

Example: 1a. Southern Elementary (capacity 450)
Addition of: 2 preschool rooms

1b. Franklin Co. High (capacity 1,000)
Addition of: 8 classrooms
1 science lecture lab

3. Bates Middle (capacity 400)
Major renovation of 1970 wing to include HVAC, roofing, and electrical system.

4. Central Office
Construct or acquire central office

E. Financial Plan

This section shall include:

- A concise statement of the financial condition of the district and any significant occurrences which may determine the district's ability to initiate construction projects.

- A time line for district building priorities highlighting initiation and completion dates of facility modifications needed to improve the instructional programs of the district. The time line shall also include bond retirement dates, forecasted changes in population, KERA

implementation dates and any other significant events.

District Facility Plan Cost Estimate

- □ Provide a cost estimate for each priority item listed in Section D using the *District Facility Plan Cost Estimate* form. The *District Facility Plan Cost Estimate* must be signed and certified by the Kentucky registered architect and engineer completing the estimate.

Appendix

This section shall include:

- ✓ The narrative of space availability as described in Section D
- ✓ District Facility Plan Cost Estimate
- ✓ District Facility Plan submittal form(s), and narratives
- ✓ Other documentation as needed

****

WHERE DO WE GO FROM HERE?

→ Upon completion of the draft district facility plan and a two-thirds affirmative majority vote by the LPC, the plan, accompanied by the *District Facility Plan Submittal* form signed and dated by the LPC chairperson, is submitted to the local board.

→ Should the local board vote not accept the draft district facility plan recommended by the LPC and make alterations to it, a narrative summary supporting such changes shall be provided by the local board. The revised plan, accompanied by the narrative and a copy of the board order is returned to the LPC for review.

→ If the draft district facility plan is returned to the LPC, the LPC votes on the revised plan. The plan is resubmitted to the local board accompanied by the *District Facility Plan Submittal* form signed and dated by the LPC chairperson. If the LPC is not in agreement with

the changes made by the local board, a narrative explaining the reasons for disagreement should be attached to the plan when resubmitted to the local board.

→ The local board submits the draft district facility plan, *District Facility Plan Submittal* form(s), and any narratives to KDE for review.

→ KDE notifies the local board of the results of the review of the draft district facility plan concerning compliance with state mandates.

→ If a draft district facility plan is returned to the local board for revision, it must be resubmitted by the LPC and the local board to KDE. KDE notifies the local board after review of the revised plan.

→ The local board is responsible for providing a locally held public hearing after normal working hours, in a handicapped accessible, adequately sized location. Public notification of the hearing must be made a minimum of 14 days prior to the hearing. This includes an adequately sized display advertisement in the local newspaper(s), notices posted at each school, and notification of the parent/teacher organizations. Radio and television announcements are suggested where available.

→ The LPC shall be available to respond to questions and cooperate with the local board of education during the local public hearing.

→ The local board (and the LPC if the plan is revised) shall vote on the plan after the local public hearing. The LPC shall be involved with the local board in the recommendation of the draft facility plan after the local public hearing should any revision be made.

→ The final draft district facility plan is submitted to KDE accompanied by the completed *District Facility Plan Submittal* form and copy of the board order. If no revision has been made to the plan, only the *District Facility Plan Submittal* form and copy of the board order needs to be forwarded to KDE.

→ KDE establishes a date and time for the required state board public hearing to be held in the local district. The local board is responsible for providing a location in which to hold the state board public

hearing after normal working hours, in a handicapped accessible, adequately sized location. Public notification of the hearing must be made a minimum of 14 days prior to the hearing. This includes an adequately sized display advertisement in the local newspaper(s), notices posted at each school, and notification of the parent/teacher organizations. Radio and television announcements are suggested where available.

→ A hearing officer's report is submitted to the local board of education for review should the hearing officer recommend modifications to the plan. The local board in consultation with the LPC may agree to modifications recommended. The decision of the local board and a copy of the board order is then forwarded to KDE.

→ KDE shall notify the local board of action made by the State Board for Elementary and Secondary Education. The approved district facility plan shall remain in effect until an amendment or reprioritization of the plan occurs, or a new plan is approved by the State Board for Elementary and Secondary Education.

APPENDIX

School District Profile Form A-1

School Center Profile Form A-2

District Demographic and Economic Profile A-3

School Enrollment Projections Form A-5

Architect and Engineer Building Evaluation A-6

Architect Evaluation Cost Criteria A-14

School Bus Schedule Form A-26

Instructions for School Bus Schedule Form A-28

Student Travel Times Form A-29

Cost of Delivery of Services to Students A-30

District Facility Plan Cost Estimate A-32

District Facility Plan Submittal Form A-33

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SCHOOL DISTRICT PROFILE

for the

_____ School District

School District Code	
District Organization Plan	
Total School Centers	
Total Building Administrators	
Total Central Office Administrators	
Total Building Maintenance Staff	
Total Bus Maintenance Staff	
Number of Buses Maintained	

SCHOOL CENTER PROFILE

School Center:

School Center Location:

Student Information by School

School Center Code		Number of Gifted Students	
Grade Levels Served		Number Students with Learning Needs	
Number of At-Risk Students		Number of Preschool Students	
Percentage of At-Risk Students		Number At-Risk Preschool Students	

Student Enrollment by Grade:

Preschool		Sixth Grade	
Entry Level		Seventh Grade	
P1		Eighth Grade	
P2		Ninth Grade	
P3		Tenth Grade	
Fourth Grade		Eleventh Grade	
Fifth Grade		Twelfth Grade	
		Total Enrollment	

School Staff and Parent Information:

Number of Teachers		Number of Office Support Staff	
Number of Counselors		PTA/PTO Membership	
Number of Building Administrators		Number of Volunteer Hours Per Year	

School Center:

School Center Location:

Student Information by School:

School Center Code		Number of Gifted Students	
Grade Levels Served		Number Students with Learning Needs	
Number of At-Risk Students		Number of Preschool Students	
Percentage of At-Risk Students		Number At-Risk Preschool Students	

Student Enrollment by Grade:

Preschool		Sixth Grade	
Entry Level		Seventh Grade	
P1		Eighth Grade	
P2		Ninth Grade	
P3		Tenth Grade	
Fourth Grade		Eleventh Grade	
Fifth Grade		Twelfth Grade	
		Total Enrollment	

School Staff and Parent Information:

Number of Teachers		Number of Office Support Staff	
Number of Counselors		PTA/PTO Membership	
Number of Building Administrators		Number of Volunteer Hours Per Year	

DISTRICT DEMOGRAPHIC AND ECONOMIC PROFILE

DISTRICT SCHOOL ENROLLMENT PROJECTIONS:

Grade Level	19_____ Projections	20_____ Projections	Grade Level	19_____ Projections	20_____ Projections
Preschool			Sixth Grade		
Entry Level			Seventh Grade		
P1			Eighth Grade		
P2			Ninth Grade		
P3			Tenth Grade		
Fourth Grade			Eleventh Grade		
Fifth Grade			Twelfth Grade		

SOURCE:
PUBLICATION DATE:

DISTRICT POPULATION PROJECTIONS:

Year	Population Projection	Year	Population Projection	Year	Population Projection
1995		2000		2005	

SOURCE:
PUBLICATION DATE:

DISTRICT POPULATION BY AGE:

Age	Number
0-4	
5-17	
18-20	
21-44	
45-64	
65 +	
Median Age	

SOURCE:
PUBLICATION DATE:

DISTRICT POPULATION BY RACE:

Ethnic Origin	Number
White	
Afro American	
American Indian, Eskimo, Aleut	
Hispanic	
Asian or Pacific Islander	
Other	

SOURCE:
PUBLICATION DATE:

DISTRICT MEDIAN FAMILY INCOME:

Year	Income	Amount of Change	Percentage Change

SOURCE:
PUBLICATION DATE:

NUMBER OF PERSONS IN POVERTY:

Year	Population	Number in Poverty	Percentage Change

SOURCE:
PUBLICATION DATE:

FREE AND REDUCED LUNCHES FOR THE 19_____ - _____ YEAR:

Number of Free Lunches

Number of Reduced Lunches

SOURCE:
PUBLICATION DATE:

EMPLOYMENT BY PLACE OF WORK:

Place of Employment	Number
All Industries	
Mining and Quarrying	
Contract Construction	
Manufacturing	
Transportation, Communication, and Public Utilities	
Wholesale and Retail Trade	
Finance, Insurance and Real Estate	
Services	
State and Local Government	

SOURCE:
PUBLICATION DATE:

COLLEGES OR UNIVERSITIES WITHIN 50 MILES:

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College or University Name	City	Distance

Adjustment of demographic information must be made where there are county and independent school districts. Provide the sources, dates of publication, and projection methods(where applicable) used for all information given.

SCHOOL ENROLLMENT PROJECTIONS

for the

_____ School District

School Center:

Location:

Grade Level	Current Enrollment	19_____ Projections	20_____ Projections
Preschool			
Entry Level			
P1			
P2			
P3			
Fourth Grade			
Fifth Grade			
Sixth Grade			
Seventh Grade			
Eighth Grade			
Ninth Grade			
Tenth Grade			
Eleventh Grade			
Twelfth Grade			
Total			

School Center:

Location:

Grade Level	Current Enrollment	19_____ Projections	20_____ Projections
Preschool			
Entry Level			
P1			
P2			
P3			
Fourth Grade			
Fifth Grade			
Sixth Grade			
Seventh Grade			
Eighth Grade			
Ninth Grade			
Tenth Grade			
Eleventh Grade			
Twelfth Grade			
Total			

School Center:

Location:

Grade Level	Current Enrollment	19_____ Projections	20_____ Projections
Preschool			
Entry Leveel			
P1			
P2			
P3			
Fourth Grade			
Fifth Grade			
Sixth Grade			
Seventh Grade			
Eighth Grade			
Ninth Grade			
Tenth Grade			
Eleventh Grade			
Twelfth Grade			
Total			

School Center:

Location:

Grade Level	Current Enrollment	19_____ Projections	20_____ Projections
Preschool			
Entry Level			
P1			
P2			
P3			
Fourth Grade			
Fifth Grade			
Sixth Grade			
Seventh Grade			
Eighth Grade			
Ninth Grade			
Tenth Grade			
Eleventh Grade			
Twelfth Grade			
Total			

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ARCHITECT AND ENGINEER BUILDING EVALUATION

PART A - DISTRICT INFORMATION

SCHOOL DISTRICT:

DISTRICT CONTACT PERSON:

NAME AND TITLE:

ADDRESS:

TELEPHONE:

NUMBER OF SCHOOL FACILITIES:

ARCHITECUTRAL AND ENGINEERING FIRM INVOLVED:

FIRM:

ADDRESS:

TELEPHONE:

NAMES AND TITLES OF INDIVIDUALS INVOLVED:

ARCHITECT AND ENGINEER BUILDING EVALUATION

PART B - SCHOOL CENTER INFORMATION

SCHOOL DISTRICT:

SCHOOL CENTER:

1. Date of Visit:_____

2. Is this building of historical significance or on historical register?

   _____ Yes _____ No

3. Flood Plain:

   Is the site located in the 100-year flood plain?

   _____ Yes _____ No

   If yes, does any portion of the building(s) flood?

   _____ Yes _____ No

   Describe extent of flooding in building(s) and/or site:

   _____

   _____

   Can the mechanical and electrical systems be brought up out of the flood plain?

   _____ Yes _____ No

   If yes, would it require any new construction?

   _____

   _____

ARCHITECT AND ENGINEER BUILDING EVALUATION

PART C - BUILDING INFORMATION

BUILDING SURNAME:

1. Date(s) of Construction

   _____

2. Dates of Previous Renovation(s)

   _____

3. Gross Square Footage_____

4. This facility has: _____ One Story
   _____ Two Stories
   _____ Other

PART D - BUILDING EVALUATION

Facility Evaluation Rating System

i EXCELLENT CONDITION
No apparent deterioration, basically new

2 BETTER CONDITION
Minor deterioration, no improvements needed

3 GOOD CONDITION
Some deterioration, no improvements needed within next 5 years

4 FAIR CONDITION
Deteriorated, needs improvements, possibly replacement
Provide an explanation of replacement needed as attachment

5 POOR CONDITION
Deteriorated to point of replacement, needs immediate attention
Required systems nonexistent; need to be provided
explain replacements needed and attach to evaluation

Any additional remarks should be attached in narrative form.

A. SITE CONDITION

a.	Sidewalks/Ramps	1 2 3 4 5
b.	Parking for handicapped	1 2 3 4 5
c.	Separation of Bus/Car traffic	1 2 3 4 5
d.	Site drainage	1 2 3 4 5
e.	Service vehicle access	1 2 3 4 5
f.	_____	1 2 3 4 5

B. EXTERIOR BUILDING FEATURES

a.	Walls (cracks/tuckpointing)	1 2 3 4 5
b.	Foundations	1 2 3 4 5
c.	Windows (insulated or thermal break/caulk)	1 2 3 4 5
d.	Doors	1 2 3 4 5
e.	Gutters/Downspouts	1 2 3 4 5
f.	Roofing	1 2 3 4 5
g.	Roof Penetrations	1 2 3 4 5
h.	Canopies/Walkway Covers	1 2 3 4 5
i.	_____	1 2 3 4 5

C. INTERIOR CONDITIONS

1. Corridor, Foyers, Commons, etc.

a.	Floor(s)	1 2 3 4 5
b.	Walls	1 2 3 4 5
c.	Ceilings	1 2 3 4 5
d.	Doors (glazing and hardware)	1 2 3 4 5
e.	Windows	1 2 3 4 5
f.	Lighting Fixtures	1 2 3 4 5
g.	_____	1 2 3 4 5

Square Footage _____

2. Classrooms (collectively)

a.	Floor	1 2 3 4 5
b.	Walls	1 2 3 4 5
c.	Ceilings	1 2 3 4 5
d.	Windows	1 2 3 4 5
e.	Doors/Hardware	1 2 3 4 5
f.	Lighting Fixtures	1 2 3 4 5
g.	Casework/Fixed Equipment	1 2 3 4 5
h.	_____	1 2 3 4 5

Square Footage _____

3. Toilets/Custodial Rooms (other service areas)

a.	Floor	1 2 3 4 5
b.	Walls	1 2 3 4 5
c.	Ceilings	1 2 3 4 5
d.	Lighting Fixtures	1 2 3 4 5
e.	Plumbing Fixtures	1 2 3 4 5
f.	_____	1 2 3 4 5

Square Footage _____

4. Kitchen

a.	Floor	1 2 3 4 5
b.	Walls	1 2 3 4 5
c.	Ceilings	1 2 3 4 5
d.	Lighting Fixtures	1 2 3 4 5
e.	Plumbing Fixtures	1 2 3 4 5
f.	Fixed Equipment	1 2 3 4 5
g.	_____	1 2 3 4 5

Square Footage _____

5. Cafeteria

a.	Floor	1 2 3 4 5
b.	Walls	1 2 3 4 5
c.	Ceilings	1 2 3 4 5
d.	Lighting Fixtures	1 2 3 4 5
e.	_____	1 2 3 4 5

Square Footage _____

6. Library Multi-Media/Resource Center

a.	Floor	1 2 3 4 5
b.	Walls	1 2 3 4 5
c.	Ceilings	1 2 3 4 5
d.	Lighting Fixtures	1 2 3 4 5
e.	Fixed Equipment/Casework	1 2 3 4 5
f.	_____	1 2 3 4 5

Square Footage _____

7. Physical Education/Locker Room

a.	Floors	1 2 3 4 5
b.	Walls	1 2 3 4 5
c.	Ceilings	1 2 3 4 5
d.	Lighting Fixtures	1 2 3 4 5
e.	Plumbing Fixtures	1 2 3 4 5
f.	Fixed Equipment	1 2 3 4 5
g.	_____	1 2 3 4 5

Square Footage _____

8. Mechanical Room(s)

a.	Floor	1 2 3 4 5
b.	Walls	1 2 3 4 5
c.	Ceilings	1 2 3 4 5
d.	Lighting Fixtures	1 2 3 4 5
e.	Plumbing Fixtures	1 2 3 4 5
f.	Equipment Accessibility	1 2 3 4 5
g.	_____	1 2 3 4 5

Square Footage _____

9. Administrative Areas

a.	Floor	1 2 3 4 5
b.	Walls	1 2 3 4 5
c.	Ceilings	1 2 3 4 5
d.	Lighting Fixtures	1 2 3 4 5
e.	_____	1 2 3 4 5

Square Footage _____

10. Ancillary Areas (if applicable)

a. Art Room

1.	Floor	1 2 3 4 5
2.	Walls	1 2 3 4 5
3.	Ceilings	1 2 3 4 5
4.	Lighting Fixtures	1 2 3 4 5
5.	Plumbing Fixtures	1 2 3 4 5
6.	Fixed Equipment/Casework	1 2 3 4 5
7.	_____	1 2 3 4 5

Square Footage _____

b. Auditorium

1.	Floor	1 2 3 4 5
2.	Walls	1 2 3 4 5
3.	Ceilings	1 2 3 4 5
4.	Lighting Fixtures	1 2 3 4 5
5.	Fixed Equipment/Casework	1 2 3 4 5
6.	_____	1 2 3 4 5

Square Footage _____

c. Computer Lab

1.	Floor	1 2 3 4 5
2.	Walls	1 2 3 4 5
3.	Ceilings	1 2 3 4 5
4.	Lighting Fixtures	1 2 3 4 5
5.	_____	1 2 3 4 5

Square Footage _____

d. Vocal Music

1.	Floor	1 2 3 4 5
2.	Walls	1 2 3 4 5
3.	Ceilings	1 2 3 4 5
4.	Lighting Fixtures	1 2 3 4 5
5.	Fixed Equipment/Casework	1 2 3 4 5
6.	_____	1 2 3 4 5

Square Footage _____

e. Science Rooms/Labs

1.	Floor	1 2 3 4 5
2.	Walls	1 2 3 4 5
3.	Ceilings	1 2 3 4 5
4.	Lighting Fixtures	1 2 3 4 5
5.	Plumbing Fixtures	1 2 3 4 5
6.	Fixed Equipment/Casework	1 2 3 4 5
7.	_____	1 2 3 4 5

Square Footage _____

f. Home Economics
- 1. Floors 1 2 3 4 5
- 2. Walls
- 3. Ceilings 1 2 3 4 5
- 4. Lighting Fixtures 1 2 3 4 5
- 5. Plumbing Fixtures 1 2 3 4 5
- 6. Fixed Equipment/Casework 1 2 3 4 5
- 7. _____ 1 2 3 4 5

Square Footage _____

g. Agriculture
- 1. Floor 1 2 3 4 5
- 2. Walls 1 2 3 4 5
- 3. Ceilings 1 2 3 4 5
- 4. Lighting Fixtures 1 2 3 4 5
- 5. Plumbing Fixtures 1 2 3 4 5
- 6. Fixed Equipment/Casework 1 2 3 4 5
- 7. _____ 1 2 3 4 5

Square Footage _____

h. Business and Office
- 1. Floor 1 2 3 4 5
- 2. Walls 1 2 3 4 5
- 3. Ceilings 1 2 3 4 5
- 4. Lighting Fixtures 1 2 3 4 5
- 5. Fixed Equipment/Casework 1 2 3 4 5
- 6. _____ 1 2 3 4 5

Square Footage _____

i. Industrial Education
- 1. Floor 1 2 3 4 5
- 2. Walls 1 2 3 4 5
- 3. Ceilings 1 2 3 4 5
- 4. Lighting Fixtures 1 2 3 4 5
- 5. Plumbing Fixtures 1 2 3 4 5
- 6. Fixed Equipment/Casework 1 2 3 4 5
- 7. Exhaust System 1 2 3 4 5
- 8. _____ 1 2 3 4 5

Square Footage _____

j. Other Vocational Offerings
- 1. Floor 1 2 3 4 5
- 2. Walls 1 2 3 4 5
- 3. Ceilings 1 2 3 4 5
- 4. Lighting Fixtures 1 2 3 4 5
- 5. Plumbing Fixtures 1 2 3 4 5
- 6. Fixed Equipment/Casework 1 2 3 4 5
- 7. _____ 1 2 3 4 5

Square Footage _____

11. Basic Structural Conditions

a. Are there any areas, elements or materials indicating the possible presence of asbestos? (yes) (no) Attach Remarks

b. Are there any other reported items or environmental issues? (yes) (no) Attach Remarks

c. Life, Safety, Building Code Compliance:
- 1. Sprinkler System ____ Yes ____ No
- 2. Ingress/Egress Adequacy ____ Yes ____ No
- 3. Stairwall Enclosures ____ Yes ____ No

d. Handicap Compliance:
- 1. Ramps ____ Yes ____ No
- 2. Toilet Rooms ____ Yes ____ No
- 3. Drinking Fountains ____ Yes ____ No
- 4. Elevator ____ Yes ____ No

12. Mechanical
- a. Plumbing System (line equipment) 1 2 3 4 5
- b. Service Lines (Water, Gas, Etc.) 1 2 3 4 5
- c. Filtration System 1 2 3 4 5

d. Heating System
- 1. Units/Equipment 1 2 3 4 5
- 2. Systems Controls 1 2 3 4 5
- 3. _____ 1 2 3 4 5

e. Air Conditioning System
- 1. Units/Equipment 1 2 3 4 5
- 2. Systems Controls 1 2 3 4 5
- 3. _____ 1 2 3 4 5

f. Ventilation System
- 1. Units/Equipment 1 2 3 4 5
- 2. Systems Controls 1 2 3 4 5
- 3. _____ 1 2 3 4 5

g. Electrical System
   1. Entry Service/Adequacy 1 2 3 4 5
   2. Panels/Load 1 2 3 4 5
   3. Circuit Adequacy 1 2 3 4 5
   4. _____ 1 2 3 4 5

h. Alarm System
   1. Fire Alarm 1 2 3 4 5
   2. Sprinkler Alarm 1 2 3 4 5
   3. _____ 1 2 3 4 5

i. Technology System
   1. Power for Technology Plan 1 2 3 4 5
   2. Telephone System 1 2 3 4 5
   3. _____ 1 2 3 4 5

GROSS BUILDING CAPACITY CALCULATION:

Gross Building Capacity = number of capacity units X number of students

Students per capacity unit:

25 Elementary (E-4)
30 Middle, High (5-12)

A capacity unit is an instructional area designed to accomodate a single class which will allow the number of students to be seated at a desk or table without any obstructions on the desk or tabletop. If the building design is open-space or defined multiple classrooms, it should be counted for the number of defined classrooms. Space in which students flow from instructional to work space should be counted as a single classroom (i.e., home economics, lecture lab, etc).

SUMMARY COST ANALYSIS OF BUILDING/CENTER

BUILDING SURNAME:

1. Code Improvements $_____
2. Asbestos Removal $_____
3. Site Improvement $_____
4. Demolition $_____
5. General Construction $_____
6. HVAC $_____
7. Plumbing and Automatic Sprinkler Systems $_____
8. Electrical $_____
   (General building power, lighting, fire alarm, and low voltage wiring for systems other than KETS
9. Technology* $_____
   (Power inlcuding telephone to KETS and other associated low voltage systems)

TOTAL $_____

*Coordinate with district's current technology plan

ARCHITECT EVALUATION CRITERIA

The evaluation of each facility shall include compliance with:

1. State codes relative to health, fire, safety, and building codes where major renovation or additions are anticipated.

2. Federal codes relative to asbestos, Americans with Disabilities Act, surface runoff, lead in drinking water, radon, Clean Air Act, etc.

3. Program space criteria:

    a. Compliance to program space square footage is required subject to the following:

        1. A classroom is not deficient in size until less than 625 square feet.

        2. Noted instructional areas are not deficient until they are less than 67% of the designated program space or the educational program cannot function due to lack of space.

        3. Mechanical, electrical, plumbing adequate to support educational program objectives.

        4. Ability to construct an addition or implement a major renovation that will provide a 20-year life expectancy.

        5. Campus evaluation relative to site adequacy.

4. The technology strand of KERA in priority 1a. of the District Facility Plan only includes power wiring. Hardware, software, networking and cabeling are addressed in the district's technology plan and should be directed to the Office of Technology Education.

5. There is to be no major renovation or new construction in the 100 year flood plain.

To provide costing consistency statewide, we are attaching the 1991 costs utilized by KDE. We request that you utilize these figures which will be inflated by the proper percentage once the 1993 National Means Construction Cost Guide is available.

GENERAL OVERSIGHT COST INFORMATION

1. Renovation Costs Overview

   a. Poor Structure - total on gross square footage should average within this range $95-105/sf
   b. Good Structure - total on gross square footage should average within this range $70-85/sf
   c. All renovation work is to be priced to have a 20 year life, i.e. "like new".

COSTING FACTOR

1. For renovation factor use a multiplier of 1.35. (The unit prices in this document are for new projects, therefore the renovation factor which includes fees and contingency is utilized.)

2. Total cost of renovation shall be limited to the replacement cost of a school serving the school's student enrollment for SFCC funding.

DIVISION 2 - SITE WORK

1. Sidewalk

   a. New - 4" slab, 3,000 psi $2.30/sf
   b. Replacement - 4" Slab, 3,000 psi, includes demolition $2.85/sf

2. Asphalt Paving

   a. Asphalt Curb 6"H x 8"W $1.77/lf
   b. Preparation/excavation (6" base, and 1-½" topping in two layers) $1.75/sf
   c. Asphalt Topping (one 3/5" layer) . . . . . $.45/sf
   d. Clean and apply one coat asphalt sealer . . . . . $.18/sf
   e. Paint and pavement/parking stall $2.77/stall
   f. Concrete wheel stop 6" x 10" x 6'0" $32.00/ea

3. Demolition

   a. Exterior . . . . . Price each item
   b. Interior - gutting & disposal $3.80/sf
   c. See demolition notes for specific items per division
   d. Asbestos - review district's asbestos management manual to determine amounts, locations,and types of asbestos. Refer to the National Means Cost Guide for costs of removal and air monitoring.

4. Loading Dock Bumper 6" x 10" x 14" $71.00/ea

5. HC Parking Sign 18" x 24" with steel post $75.00/ea
   Bus Loading Sign 18" x 24" with steel post $75.00/ea

6. Covered Walk (6'- 8' wide)

a.	Metal Deck on steel channels and columns	$2.25/sf
b.	Built-up Roof tar and gravel	$1.10/sf
c.	Gravel Stop	$ .20/sf
d.	Paint	$ .30/sf
e.	4" Slab Sidewalk	$2.30/sf
		Total $6.15/sf

7. Foundations (includes excavation, forming, reinforcing steel, concrete) ..... $11.75/sf of surface area

8. Trench excavation 1cy backhoe/10'-14' deep ..... $ 3.21/cy

DIVISION 3 - CONCRETE

1. Concrete Patching

a.	Patch concrete walls	$4.95/sf
b.	Floors, epoxy grout (includes chip, clean, expoxy grout)	$5.10/sf

2. Concrete Splash Block $15.98/ea

3. Precast Concrete Window Sill 6" wide $23.92.lf

4. Concrete Stair - freestanding (3'- 6" wide) $26.95/lf

5. Interior Slab 4" reinforced (includes demolition) $10.60/sf

6. Floor fill/leveler $1.45/sf

7. Terrazzo Floor Patching with demolition $13.47/sf

DIVISION 4 - MASONRY

1. Water Blast - brick repair & tuckpointing ..... $2.80/sf of wall

2. Water Blast - exterior with tuckpointing (no repair) ..... $1.20/sf of wall

3. Wall Demolition - 8" to 12" CMU or 8" CMU plus 4" brick ..... $1.90/sf of wall

4. New Concrete Block - 8" CMU ..... $5.70/sf of wall

5. New glazed 8" CMU for corridors and kitchens ..... $8.50/sf of wall

6. Sawing Brick or CMU/inch depth $1.19/lf

7. New Brick/CMU for infill ..... $12.50/sf of wall

8. 8" Brick Wall (13½ bricks/sf) $13.26/sf

9. Limestone Coping for 12"-14" wall, 4" thick $15.75/lf

10. 1'- 6" Cut Stone Wall/mortar set $26.00/sf

11. Glass Block $34.00/sf

DIVISION 5 - METALS

1. Steel Handrails - 1 ½" OD steel pipe commercial welded and painted includes all vertical and horizontal rails installed) $28.10/lf

2. Ships Ladder (3'0" wide) ..... $105.00/sf riser

3. Steel Stairs with concrete fill in tread pans, welded and painted includes rails both sides) $151.10/riser

4. Landing - steel with concrete fill ..... $ 31.70/sf

5. 1¼" Galvanized Steel Deck/22 ga. $1.14/sf

DIVISION 6 - WOOD AND PLASTICS

1. Rough Carpentry ..... Price by item

2. 4" Wood Laminated Roof Deck $4.82/sf

3. Trim Carpentry ..... Price by item

4. Casework Demolition $5.20/lf

5. Casework - base and wall cabinet (plastic laminate) $87.75/lf

6. Pine Handrails 1½ " x 1¾ " finished $4.75/lf

7. Counter Top - 25" with 4" splash, plastic laminate $17.60/lf

8. Coat Rack w/shelf/wall mount 50" L-12 hangers $166.00/ea

9. Vinyl Siding Replacement (includes demolition and installation) $2.40/sf

10. 2" x 8" Wood Facia Board $2.32/lf

DIVISION 7 - THERMAL MOISTURE PROTECTION

1. Roof Replacement - 3" urethane insulation (R-22) 4-ply mopped fiberglass sheets and flashing (includes demolition and tear-off) $4.40/sf

CAUTION: VERIFY EXISTING ROOF STRUCTURE DESIGN LIMITATIONS

2. Roof Repair

a. Skylight Demolition (under 10 sf) $26.00/ea
b. Built-up (patch and repair only) $1.35/sf
c. Reshingle (includes demolition and wood and deck repair $2.45/sf

3. Soffitt

a. New wood soffitt (includes material, labor, paint) $10.60/sf
b. New baked enamel aluminum (includes material and labor) $8.50/sf
c. To remove gutters ..... $ .90/lf
d. Aluminum built-in $2.18/lf

4. Gutters (aluminum) - 5" box - prefinished $3.95/lf

5. Downspouts (aluminum) - 3" x 4" prefinished $3.90/lf

6. Elbows (aluminum 3" x 4" prefinished) $4.02/ea

7. Snap on coping (aluminum), 12"-14" wide prefinished $13.50/lf

8. Roof Hatch (2'6" x 3'0") $390.00/ea

9. Aluminum Louvre $7.45/sf

10. Spray Insulation (1" layer up to 3" maximum R-4.65 per inch) ..... $ .55/in/sf

11. Caulk: Backer Rod polyethylene ¼" ..... $ .62/lf
Polyurethane ¼" $1.88/lf

12. Foundation Waterproofing cement parging $1.14/sf

13. Silicone Water Repellent/spray 2 coats ..... $ .26/sf

DIVISION 8 - DOORS AND WINDOWS

1. Metal Doors

a. Hollow Metal Door, frame and hardware (3' x 7') $363.00/ea
b. Metal Door, frame and hardware ("B" Label) (3' x 7') $1,006.00/ea
c. If closure is required for above add $114.00/ea
d. If panic device is required for above add $305.00/ea
e. Hardware only
Single interior/regular $145.00/ea
Heavy use w/ lever & closer $270.00/ea
Double exterior w/panic device $770.00/ea
f. Doors only
H.M. (3' x 7') $190.00/ea

2. Coal Chute Door (steel, typical 2'6" x 2'0") $439.00/ea

3. Foundation Vent, galvanized metal, 8" x 16" with screen $23.00/ea

4. Wood Doors

a. Refinish Wood Door: sand w/ 3 coats varnish $72.00/ea
b. Door, Frame and Hardware (3' x 7' x 1¾" birch solid core) $480.00/ea
c. Door, Frame and Hardware (3' x 7' x 1¾" birch "B" label) $1,100.00/ea
d. If closure is required for above add $114.00/ea
e. If panic device is required for above add $305.00/ea
f. Door only (3'x 7' x 1¾" birch solid core) $190.00/ea

5. Aluminum Store Front commercial grade, includes one 3 x 7 door with hardware, ⅜" plate safety glass for each 400 sf of wall surface $14.60/sf

6. Counter Door - coiling aluminum or steel (4'H x 6'W, "B" label) $1,085.00/ea

7. Overhead Coiling Door (8' x 8') $1,710.00/ea

NOTE: THE ABOVE UNIT PRICES INCLUDE INSTALLATION, BUT DOES NOT INCLUDE DEMOLITION, SEE DEMOLITION PRICE PER SQUARE FOOT

8. Demolition $5.60/sf

9. Windows

a. Aluminum - frame and glazing
Insulating glass - 5' x 3' - $218.75 or $14.70/sf
- 8' x 4' - $373.12 or $11.70/sf

b. Screen with metal frame $3.10/sf

c. Wood window and trim - replacement sash, double hung D.I.G. (includes wood frame and screen) $6.30/sf

d. Interior storm sash, magnetic attachment (3/16" clear acrylic) $5.90/sf

NOTES: 1. THE ABOVE UNIT PRICES INCLUDE INSTALLATION, BUT DOES NOT INCLUDE DEMOLITION; SEE DEMOLITION PRICE PER SF.
2. ADD 8% FOR ANODIZED FINISH FOR ALUMINUM.

e. Demolition $5.60/sf

DIVISION 9 - FINISHES

1. Plaster repair with metal lath $1.80/sf

2. Glue-on acoustical ceiling $1.60/sf

3. Suspended Acoustical Ceiling

a. 5/8" x 2' x 4' Fiberglass (includes suspension system) $1.20/sf
b. Vinyl or aluminum clad, washable, for kitchens and toilets (includes suspension system) $1.80/sf
c. Demolition of suspended acoustical ceilings ..... $ .30/sf
d. Demolition of ceiling panel only ..... $ .15/sf
e. Demolition of ceiling panel only ..... $ .26/sf

4. Painting
Paint (Latex Enamel)

a. Doors - one coat, both sides (3'x 7' door) $31.30/ea
b. Wood windows - one coat, both sides (3' x 5' window) $22.40/ea
c. Trim - one coat ..... $ .30/lf
d. Cornice - one coat ..... $ .85/lf

Interior - New Paint

a. 2 Coat Brush - brush application ..... $ .54/sf
b. 2 Coat Spray - spray application ..... $ .30/sf
c. Block Filler - 1 brush coat ..... $ .30/sf
d. Concrete Floors with roller ..... $ .19/sf
e. Epoxy Coating $1.50/sf

Interior - Repaint

a. Primer plus 2 coats (minimum preparation ..... $ .40/sf

SPECIAL NOTE: FOR AN APPROXIMATION OF WALL AREA FOR PAINTING USE 2 X FLOOR AREA SF EXCEPT FOR HIGHER THAN NORMAL SPACES SUCH AS GYMNASIUMS, AUDITORIUMS, ETC.

5. Gym Floor - Wood Replacement

a. 1" x 3" Sleepers - with white oak, finished $6.80/sf
b. Demolition ..... $ .60/sf
c. Refinish/sand, fill, polyurethane $1.69/sf
d. Portable maple gym floor/prefinished $7.80/sf
e. ⅜" Polyvinyl gym floor $7.75/sf

6. Carpet (nylon) 28 oz. glue down $2.95/sf
Carpet demolition ..... $ .21/sf

7. Vinyl tile (V.C.T.) ⅛" x 12" x 12" marbleized $1.80/sf
Demolition (if tile is not asbestos) ..... $ .30/sf

8. Walls - New Construction of Interior Partitions

a. Gypsum - ⅝" on both sides of 3⅝" metal studs $2.15/sf
b. ⅝" Fire code gypsum ..... $ .51/sf

9. Ceramic Tile - 2" x 2" thin set floor $4.40/sf
6" x 4¼" thin set walls $3.50/sf
4" x 4" thin set walls $4.40/sf
Ceramic tile demolition ..... $ .70/sf

10. Quarry tile - 6" x 6" thin set floor $5.25/sf
Quarry tile demolition ..... $ .95/sf

DIVISION 10 - SPECIALTIES

1. Chalkboard - porcelain enamel with frame and tray, 22 ga., 7/16" core (48/sf = $379.00/ea) or $7.85/sf

2. Tackboard with frame (48/sf = $281.00/ea) or $5.85/sf

3. Lockers - 72" x 12" two tier with top $156.00/ea

4. Bench - maple top on steel pipe legs, 24" wide $21.00/lf

5. Toilet partitions (plastic laminate w/accessories) $970.00/stall

6. HC toilet partitions (with grab bars and accessories) $1,177.00/stall

7. Mirror, 18" x 24" fixed with S.S. frame $92.00/ea

8. Soap and towel dispenser, waste receptacles, average for every three(3) lavatories ..... $235.00/3 lavs

9. Fire extinguisher and cabinet $234.00/ea

10. Fire Extinguisher without cabinet $112.00/ea

11. Flagpole, 30' high set in concrete $2,850.00/ea

NOTE: THE ABOVE PRICES INCLUDE INSTALLATION

DIVISION 11 - EQUIPMENT

1. Bleachers

   a. Telescoping (manual) $60.90/seat
   b. Repair (judgment call subject to condition) variance of ..... +/-$17.60/seat
   c. Refinish Wood Folding Chairs (fixed) $24.00/seat

2. Stage Curtains

   a. Elementary Set - curtains $3,977.00/st
   b. Elementary Set - track $1,520.00/st
   c. Heavy Duty Track $39.35/lf
   d. Curtains - velour, medium weight $11.70/sf
   e. Fireproof Curtain $28.10/sf
   f. Vinyl Folding Accordian Part. up to 17' high $15.34/sf

3. Kitchen Equipment

   a. For partial equipment replacement use ..... $20.00/sf of kitchen area

   b. For total equipment replacement use ..... $50.00/sf of kitchen area

   c. See Division 15, item 10 for range hood cost

DIVISION 12 - FURNISHINGS

1. Fixed Metal Storage Shelving - 2' deep with 12" high shelves (unit price is per sf of height and width area) $4.90/sf

2. Cafeteria Seating - 2 bench, 14' table $860.00/ea

3. Window Blinds - Aluminum, horizontal $2.50/sf

4. Window Shades - lightproof $2.50/sf

5. Library Shelving -
   - 90"H x 12" deep double face $86.60/lf
   - 90"H x 12" deep single face $70.20/lf
   - 42"H x 12" deep double face $60.90/lf
   - 42"H x 12" deep single face $46.80/lf
   - Study Carrels $701.80/ea

SPECIAL NOTE: LIBRARY SHELVING OR ANY OTHER NON-FIXED FURNISHINGSOR EQUIPMENT IS TO NOT BE INCLUDED IN RENOVATION COST UNLESS THERE IS SOME UNUSUAL CONDITIONS THAT DICTATE OTHERWISE. IF USED, NOTE THOSE CONDITIONS IN THE REPORT DOCUMENT.

DIVISION 13 - SPECIAL CONSTRUCTION ..... **Price Per Item if Applicable**

DIVISION 14 - CONVEYING SYSTEMS

1. Elevators (includes shaft construction)
   - a. 2 Stops $41,200.00/ea
   - b. 3 Stops $50,300.00/ea
   - c. 4 Stops $78,400.00/ea

2. Wheelchair Lift for maximum vertical lift of 6' (does not include demolition, but does include electrical service) $9,400.00/ea

3. a. Handicap Ramp (based on 50' of ramp at 4',0" wide @ $32.75/sf including handrails on each side) ..... $ 8,600.00/ramp
   b. Basement HC Ramp Access (same as above, but includes side retaining walls @ $68.50/sf) $13,700.00/ramp

DIVISION 15 - MECHANICAL

1. Water System Heating with pumps, piping, gas (or electric) boiler, unit ventilators and controls $7.85/sf

2. Add chiller (AC) $4.00/sf

3. Hydronic Heat Pump System with cooler, pumps, boiler, HVAC units, piping and controls $9.90/sf

SPECIAL NOTE: WHERE TOTAL HVAC SYSTEM REPLACEMENT IS DICTATED, **ALWAYS** USE HYDRONIC HEAT PUMP SYSTEM

4. Limited Sprinkler System $2.80/sf

5. Full Sprinkler System without service $1.80/sf

6.	Service and Vault Plus run from existing main, attempt to determine this cost with each local water service/district.	from $7,600 to $35,000

SPECIAL NOTE: ALL KDE RENOVATION PROJECTS NOW REQUIRE FULL SPRINKLER COVERAGE UNLESS IT IS IMPOSSIBLE BECAUSE OF LACK OF ADEQUATE SERVICE

7.	Combustion Air Service	$2,450.00/ea
8.	Coal Boilers with stokers (in lieu of gas, etc)	$2.60/sf
9.	Plumbing	$2.80/sf
10.	Kitchen Range Hood System (small school, 500 or less) (large school, 600 or more)	 $29,000.00/ea $41,000.00/ea
11.	Plumbing fixtures, W.C., lavatories, service sinks	$1,500.00/ea
12.	Drinking Fountains	$800.00/ea

DIVISION 16 - ELECTRICAL

1.	New Lighting	$ 2.60/sf
2.	Equipment Connections	$ .45/sf
3.	Special Purpose Outlets-computer, typing, etc.	$ .45/sf
4.	Service and Distribution	$1.15/sf
5.	Fire Alarm	$ .45/sf
6.	Intercom System	$ .25/sf
7.	Clock System	$ .25/sf
8.	Single Special Outlets	$350.00/ea
9.	Basic Materials (conduit, boxes, wire, etc.)	$2.40/sf
10.	Emergency Lighting System (battery)	$ .10/sf

SPECIAL NOTE: ALL KDE PROJECTS NOW REQUIRE OPEN CONDUIT FOR FUTURE TELEPHONE AND COMPUTER FROM WALL BOX LOCATION TO ABOVE CEILING IN ALL CLASSROOMS,OFFICES AND LIBRARIES. USE SINGLE BOX WITH 3/4" CONDUIT FOR FUTURE DOUBLE CONNECTION $50.00/ea

COST ANALYSIS FOR POSSIBLE CAPITAL IMPROVEMENTS

Date: _____

School District: _____

Facility Name: _____

Facility Location: _____

Item	Unit Description	Cost Per Unit	X	Number of Units	X	Renov. Factor	=	Estimated Projected Cost
			X		X		=	
			X		X		=	
			X		X		=	

Item	Unit Description	Cost Per Unit	X	Number of Units	X	Renov. Factor	=	Estimated Projected Cost
			X		X		=	
			X		X		=	
			X		X		=	

SCHOOL BUS SCHEDULE

SCHOOL DISTRICT:

MORNING:		AFTERNOON:	
Departing Odometer:		Departing Odometer:	
Departure Time:		Departure Time:	
Arrival Odometer:		Arrival Odometer:	
Arrival Time:		Arrival Time:	

1. BUS NUMBER

2. BUS OPERATOR

3. SCHOOLS SERVED

A. _____ E. _____
B. _____ F. _____
C. _____ G. _____
D. _____ H. _____

4	5	6									7	8		9		10		11		12		13	
Bus Stop	List All Stops and Students by Morning Stop	Check the School Listed Above									Grade Level	Morning		Bus Stop to School		Afternoon		School to Bus Stop		Transfer Info.		Student Totals	
		A	B	C	D	E	F	G	H	T		Stop Time	Odometer	Minutes	Miles	Stop Time	Odometer	Minutes	Miles	Minutes	Miles	Minutes	Miles

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4	5	6									7	8		9		10		11		12		13	
Bus Stop	List All Stops and Students by Morning Stop	Check the School Listed Above									Grade Level	Morning		Bus Stop to School		Afternoon		School to Bus Stop		Transfer Info.		Student Totals	
		A	B	C	D	E	F	G	H	T		Stop Time	Odometer	Minutes	Miles	Stop Time	Odometer	Minutes	Miles	Minutes	Miles	Minutes	Miles

INSTRUCTIONS FOR COMPLETION OF THE SCHOOL BUS SCHEDULE

Provide the correct information for each item:

1 Provide the bus number.

2 Provide the complete name of the bus operator, regardless of the ownership of the bus.

3 List each school served, beginning with the first school served and continuing with the remaining schools in the order in which they are served each morning.

4 Beginning with the first stop, list stops as they occur in the morning.

5 Provide the name of the stop number indicated in item 4. Below the stop name, list the names of all students who board the bus at that stop and complete the remaining information for each student. This procedure should be continued with each subsequent stop. It is suggested that blank lines be left in between bus stops to take care of late enrollees. List each school at which the bus stops, provide the name of the school, the time it stops and the stop number.

6 Check the school in item 3 which the student attends. If a student transfers to your bus from another bus, indicate this by also entering the bus number transferred from in the "T" column.

7 Provide the grade in which the student is classified at school.

8 Provide the time of the morning stop in minutes, and the mileage as read on the odometer.

9 Provide the time, in minutes, and the miles it took to transport the student from his stop to the school (or another stop if he is transferring to another bus). This can be completed at the end of the bus route.

10 Provide the time of the afternoon stop in minutes and the mileage as read on the odometer.

11 Provide the time, in minutes, and the miles it took to transport the student from school to his bus stop (or another stop if he is transferring to another bus). This can be completed at the end of the bus route.

12 On the schedule for bus on which the student arrives at school on, enter time and mileage information from other buses on which the student rode before boarding that bus in the morning, or rides after that bus in the afternoon.

13 Provide the total time in minutes, and the total number of miles the student spends on the school bus.

STUDENT TRAVEL TIMES

SCHOOL:

LOCATION:

Criteria for this school center (check one):

_____E-5/6 _____6-12

Number of Students a.m.	Number of Students p.m.	Minutes	Number of Students a.m.	Number of Students p.m.	Minutes
_____	_____	0-45	_____	_____	0-60_
_____	_____	Over 45	_____	_____	Over 60

% over 45 minutes _____ % over 60 minutes _____

If over 45 minutes:

Number of Students	Minutes
_____	46 - 60
_____	61 - 75
_____	76 - 90
_____	over 90

If over 60 minutes:

Number of Students	Minutes
_____	61 - 75
_____	76 - 90
_____	91 - 105
_____	106 - 120
_____	over 120

Minimum Time Traveled _____
Average Time Traveled _____
Maximum Time Traveled _____

Daily Total Student Miles _____

SCHOOL:

LOCATION:

Criteria for this school center (check one):

_____E-5/6 _____6-12

Number of Students a.m.	Number of Students p.m.	Minutes	Number of Students a.m.	Number of Students p.m.	Minutes
_____	_____	0-45	_____	_____	0-60_
_____	_____	Over 45	_____	_____	Over 60

% over 45 minutes _____ % over 60 minutes _____

If over 45 minutes:

Number of Students	Minutes
_____	46 - 60
_____	61 - 75
_____	76 - 90
_____	over 90

If over 60 minutes:

Number of Students	Minutes
_____	61 - 75
_____	76 - 90
_____	91 - 105
_____	106 - 120
_____	over 120

Minimum Time Traveled _____
Average Time Traveled _____
Maximum Time Traveled _____

Daily Total Student Miles _____

Calculate using a one-way transportation system (a.m. and p.m. routes) for a school allowing the maximum of a 45 minute bus ride for 75% of the students in grades E-5/6 and the maximum of a 60 minute bus ride for 75% of the students in grades 6 -12. Transportation time includes riding time, stops and transfers. When only one school of that grade organization exists, this criteria will be considered met. 06/30/93

COST OF DELIVERY OF SERVICES TO STUDENTS

The following information is to be provided for each school center. The information provided should be in reference to the most recent fiscal year. Prorate costs where necessary.

School District:

	School Name	School Name	School Name
A. Personnel-Salaries			
1. Teachers			
(average teacher salary of district x number of teachers)			
2. Administrative Staff			
a. Principal			
b. Assistant Principal			
c. Guidance Counselors			
d. Librarians			
3. Increments and Stipends			
4. Sick Leave and Other Leave			
5. Substitute Teachers			
6. Travel			
7. Clerical, Secretaries and Bookkeepers			
8. Teacher's Aides			
9. Paraprofessionals			
10. Custodians			
11. Maintenance			
12. Security			
13. Food Ser...			
14. Other			
Total Personnel Cost			
B. Instructional Support			
1. Instructional Allocation			
2. Textbooks			
3. Supplies and Materials			
4. Computers			
5. Software Contracts			
6. KET			
7. Maintenance and Service Contracts			
8. State and Federal Funding			
9. Computerized Pupil Attendance			
10. Equipment Lease or Purchase			
11. Other			
Total Instructional Support Cost			

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	School Name	School Name	School Name

C. Facilities Support (excluding salaries)

1. Telephone			
2. Electric			
3. Water and Sewer			
4. Gas - Natural or Liquid Propane			
5. Fuel - Oil or Coal			
6. Custodial			
7. Maintenance			
8. Service Contracts			
9. Construction Costs			
10. Other			
Total Facilities Support Cost			

D. Food Service (excluding Salaries)

1. Food, Milk, etc.			
2. Supplies, Equipment, etc.			
3. Centralization Cost			
4. Contract Services			
5. Other			
Total Food Services Cost			

E. Transportation

1. Cost Per School [number of student miles x average cost per student mile]			
Total Transportation Cost			

F. Debt Service

1. Annual Outstanding Debt Service			
Total Debt Service			

G. Comparative Cost

1. Total Personnel Cost			
2. Total Instructional Support Cost			
3. Total Facilities Support Cost			
4. Total Food Services Cost			
5. Total Transportation Cost			
6. Total Debt Service			
Total Cost of Services			
Average Daily Attendance			
Per Pupil Cost (Total Cost/ADA)			

DISTRICT FACILITY PLAN
ARCHITECT AND ENGINEER COST ESTIMATE

Category	Description	Type	Cost Estimate

Priority - Enter District Facility Plan priority number
Description - Enter school center or support facility name
Type - Designate addition, renovation, new facility
Cost - Enter the cost estimate

The _____ architectural firm and the _____ engineering firm certify to the best of their knowledge that the cost estimates quoted above are correct and have been computed in accordance with the National Means Construction Cost Guide for the _____ year.

_____
Signature, Architect

_____
Signature, Engineer

Registration Seal of Architect

Registration Seal of Engineer

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DISTRICT FACILITY PLAN SUBMITTAL

The _____ Board of Education submits the attached District Facility plan for your review for compliance with the State Board for Elementary and Secondary Education regulation 702 KAR 1:001.

The vote of the local board of education is as follows:

_____ Number in Favor _____ Number not in Favor

_____ _____

Signature, Chairman of the Board Date

This plan is being submitted for review prior to

_____ the local public hearing

_____ the local State Board public hearing

TO BE COMPLETED BY LPC FOR INITIAL SUBMITTAL TO THE LOCAL BOARD OF EDUCATION

The local planning committee has reviewed the proposed District Facility Plan and submit it for review by the local board of education.

The vote of the Local Planning Committee is as follows:

_____ Number in Favor _____ Number Not in Favor

_____ _____

Signature, Local Planning Committee Chairperson Date

Attach all narratives written by the LPC or Local Board of Education, as applicable.

The Kentucky Department of Education would like to thank the following individuals and groups for their contribution in the development of this manual:

District Facility Needs Advisory Committee
702 KAR 1:001

KDE STAFF	Gary Griesser	
	Michael Luscher	
	Don Hart	
	Braughn Taylor - Facilitator	
	Ron Gullett - Facilitator	
	Kathey Mudd - Recorder	
LOCAL BOARD MEMBERS	Chester Turner	Erlanger Independent
	Judy Clark	Woodford County
SUPERINTENDENTS	Ken Shadowen	Marshall County
BUILDING ADMINISTRATORS	Fred Simpson	Franklin County
	Bruce Slate	Hopkins County
	Phillip Baker	Pulaski County
TEACHERS	Steve Hughes	Owensboro Independent
	Janice Allen	Floyd County
PARENTS	Dana Magee	Breathitt County
	Jim Butler (SBDM)	Boyd County
	Karon Click (SBDM)	Lincoln County
	Danny Barrett (SBDM)	Owsley County
	Deborah Moak	Boone County
CONSOLIDATION ISSUES	Marie Jernigan	Muhlenberg County
	Marilyn Applegate	Lewis County
ARCHITECTS	Don Peck	Paducah
	Carleton Godsey	Louisville
	Sam Halley	Lexington
	Bill Richardson	Whitesburg
ENGINEERS	Jim Wade	Lexington
	Gregory Carter	Lexington
KSFCC	Woody Barwick	Frankfort
KASBO	Allan Chapman	McCreary County
KSPMA	Pete Royse	Jessamine County
KAPT	Winston Fields	Perry County
PTA	Veralyn Hale	Greenup County

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